

# **VILLAGE OF NASHOTAH**

## **VILLAGE HALL MEETING ROOM/CONFERENCE ROOM**

### **USAGE POLICY-APPLICATION-WAIVER-AGREEMENT**

#### **ROOM APPLICATION**

All reservations for the use of the Village Hall Meeting Room and Conference Room shall be made through the Village Clerk's Office using this application form. Requests should be made a minimum of two weeks prior to the event. Village functions shall take priority. Reservations shall be made on first-come, first served basis.

#### **ELIGIBILITY**

The meeting rooms shall be used for Village of Nashotah sponsored activities or civic groups which are Village of Nashotah oriented and whose efforts are directed to the civic welfare of the community in which a majority of members reside and/or pay taxes in the Village of Nashotah. Use of rooms for the purpose of individual or joint solicitations for funds, sales of merchandise, seeking of gifts or requests, etc., for the purpose of profit is prohibited. Use of the facilities by any Representative or Organization shall be limited to one use in any one month period.

#### **RESPONSIBLE PARTY**

Each organization or group must indicate a designated responsible member known as "representative." Their responsibility shall include control of the groups using the room(s) and keeping the rooms clean. Please notify the Clerk's office if any damage is discovered. If the rules and regulations for using the facilities are not complied with, this representative will be jointly and severally responsible along with the organization or group.

#### **LIABILITY**

For and in consideration of the use of the Village Hall, any person and group using same hereby agrees to hold the Village of Nashotah harmless from any and all actions and suits, relating to its use of such room(s) and facility, as further described in this document. Further, such person and group agrees to reimburse the Village for any and all costs for repair or any and all damage as may be caused directly or indirectly to the room(s) and/or facility by such use.

#### **INSURANCE**

At the discretion of the Village Board, the Organization may be required to provide to the Village at the time of application a comprehensive liability insurance policy, including public liability and property damage, written by a company approved by the Village, covering premises, operation and productions in the amount of \$1,000,000(one million) with the Village of Nashotah named as additional insured.

#### **DEPOSITS**

\$150.00 DEPOSIT IS REQUIRED. Deposit will be returned to the party who made the deposit if the facilities are returned to the condition in which they were found. Any charges or costs incurred by the Village to repair, replace, or clean the facilities to the condition in which they were prior to use by the Organization will be deducted from the deposit. Any charges or costs incurred by the Village for said repair, replacement, or cleaning above and beyond the amount of the deposit are the responsibility of the representative and the Organization. All areas of the Village Hall are checked frequently for damage. If your group discovers any damage or is responsible for any damage, you must notify the Village Clerk immediately.

#### **ROOM HOURS AND CAPACITY**

The Village of Nashotah meeting room has a maximum capacity of 83. The maximum capacity for the conference room is 32. Organizations are responsible for their own room set up and take down by 10:30 p.m..

#### **DISPLAY AND DECORATIONS**

No part of the meeting room, conference room or commons area shall be used for displays or exhibits except during the designated time of use. No decorations shall be hung from any ceiling, wall or window in the facility, without prior notification and approval from the Village Clerk.



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#### **ALCOHOL BEVERAGES**

THE VILLAGE HALL IS AN ALCOHOL FREE FACILITY. This also includes the parking lot and area around the municipal building. No alcoholic beverage shall be consumed, sold, given, delivered, or otherwise be present on the Village Hall property.

#### **TOBACCO**

THE VILLAGE HALL IS A TOBACCO FREE FACILITY. No tobacco products shall be used, sold, given, delivered, otherwise present in the Village Hall.

#### **FOOD AND BEVERAGES**

No food shall be served unless that which is noted on this form and approved. Food shall not be prepared and cooked in the Village Hall kitchen. Food that is prepared and cooked may be brought into the facility in warmer pots and served if noted on this form and approved.

#### **BEHAVIOR**

Anyone using the facilities or on the premises of the Municipal Building will be expected to exhibit proper behavior at all times and shall not engage in disorderly conduct. Failure to comply with this requirement can result in forfeiture of future use of the facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy should be displayed during Village Hall work hours and while other rooms are being used.

#### **HEATING AND COOLING**

Heating and air conditioning settings are pre-set and shall not be adjusted.

#### **RESTROOMS AND EMERGENCY EXITS**

Handicap accessible restrooms are available adjacent to the meeting rooms. The main facility entrance is handicap accessible. Emergency exits are clearly marked throughout the facility.

#### **TELEPHONE**

There are no pay phones located on the premises of the Village Hall. Telephones located in the Village meeting rooms and kitchen are for 911 use only.

#### **REQUIREMENTS:**

- This agreement is not assignable to any other person or organization.
- Under no circumstance shall the authorized party use any other Village facility other than the area specifically authorized herein.
- The use of the requested facility shall be limited to those date(s), times and areas requested herein and approved.
- Any and all Village officials shall be allowed access inside and outside the Village Hall during the event for any purpose whatsoever. The representative or organization will not deny access to any Village official during date(s) and times of the organization event.

**VILLAGE OF NASHOTAH**  
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**USAGE POLICY-APPLICATION-WAIVER-AGREEMENT**

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative Mailing Address: \_\_\_\_\_

Event or Purpose: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(from/to): \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Room(s) Requested:    ☐ Meeting Room (cap. 83)    ☐ Conference Room (cap. 32)    ☐ Both Rooms

Food to be served:        ☐ Yes    ☐ No                                      Beverages to be served:    ☐ Yes    ☐ No

NOTE: Tables and chairs are available for use. Organization is responsible for set up and take down of tables and chairs by 10:30 p.m.

I, \_\_\_\_\_, being duly appointed as Representative for the above named Organization do hereby acknowledge that I have read and understand, and by signature hereon, agree to abide by all rules and regulations as outlined within the Village Hall Facility Usage Policy-Application-Waiver-Agreement.--

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Village Clerk on behalf of the Village Board

Office Use Notes: \_\_\_\_\_